

HRIF Program RFA 11-001 Conference Call  
Questions & Answers  
March 21, 2011

	QUESTIONS	ANSWERS
1	Expense Report – Is this a budget for the entire department? Or is this budget just for the amount of the HRIF Coordinator position? The budget for the Coordinator position exceeds \$100,000. How detailed do you want the Attachment 4 Bid?	Please refer to page 13 of the RFA. The budget is for the HRIF Coordinator position. Please include a budget narrative which addresses and supports each line item completed.
2	The RFA says “will” and Exhibit A Statement of Work (SOW) says “should” regarding the HRIF Coordinator to have 2 years experience in a Neonatal Intensive Care Unit (NICU). Can a person with 25 years of experience, but with less than 2 years experience in a Regional NICU be supervised under someone with the required experience?	Please explain and justify your HRIF Coordinator’s past and current experience if the individual has less than 2 years of NICU experience. Please refer to the prior HRIF RFA 2006 Questions and Answers located at <a href="http://www.dhcs.ca.gov/services/ccs/Pages/hrifrfa.aspx">http://www.dhcs.ca.gov/services/ccs/Pages/hrifrfa.aspx</a>
3	We just did an HRIF RFA back in 2006, why is there a new RFA?	The HRIF RFA is limited to a 3-year contract period due to language in California Statute and Law.
4	I have staff that provide(s) developmental services, but I am unable to find the CCS-paneling letter? The staff is paneled.	If you are unable to find the CCS-paneling letter, please send an email to Rachel at <a href="mailto:Rachel.Luxemberg@dhcs.ca.gov">Rachel.Luxemberg@dhcs.ca.gov</a> and she will check our files for proof of current CCS-panel status. You can also check on CCS-paneling at our CCS website. Look under CCS Provider Lists, then go to the different Panel Lists, i.e. Paneled Non Provider Master File (PMF) Provider and click on the links to locate the individuals name or go to: <a href="http://www.dhcs.ca.gov/services/ccs/Pages/CCSProviders.aspx">http://www.dhcs.ca.gov/services/ccs/Pages/CCSProviders.aspx</a>
5	On page 17, SOW (Attachment 6), Items 1 and 10, do you want us to go point by point in the timeline? Do you want us to be very detailed?	Please give succinct and complete answers for each item (Items 1 through 10) listed on page 17 for Required Documentation – Scope of Work (Attachment 6). Please refer to your submitted Annual Report 2010 for some examples of tasks and activities for the following: Future implementation challenges, staffing, reports and program evaluations. Please give global answers, not extreme details.
6	How many Regional facilities are applying and what will the total dollar amount to be given to facilities?	Exhibit I of the HRIF Program RFA 11-001 shows 21 CCS-approved Regional NICUs. The CCS-approved Regional HRIF Programs which are part of a CCS-approved Regional NICU are eligible to submit an application. The total dollar amount to be awarded to each facility is contingent on the number of applications received and the number of Regional HRIF Programs

		awarded a contract. In the HRIF Program RFA 11-001, page 6, C. Funding Limits – Funding for the services sought via this RFA for each contract is limited “up to \$100,000 for a budget period”. The total cost offered will not exceed this amount.
7	Is funding for the HRIF Coordinator position for both the Regional NICUs and the Community NICUs?	No. The funding for the HRIF Coordinator position is only for a CCS-approved Regional HRIF Program which is part of a CCS-approved Regional NICU.
8	In Attachment A of the SOW, page 5, F., regarding the Summary Report, do you want us to send summary reports to the appropriate CCS Program Office even when the services are declined?	No. You do not need to send Summary Reports to the CCS Program Office when services have been declined.
9	Do you only want us to attach Curriculum Vitae (CVs) for the Core Members or for additional staff?	Please submit the abbreviated bio sketch of the Required Core Members.
10	Are there any page requirements for the Proposal or Scope of Work?	Please submit succinct and complete answer for each item of the Proposal and SOW. There is no required format or page requirement.
11	Do you want us to show proof of people trained in the use of developmental tests, even though there is no specific certification to prove training?	Please submit a letter or an explanation indicating the level of experience/training the individual has in using the developmental tool, i.e., Board Certification on Developmental Behavioral Pediatrics is considered proof of training.
12	It is not possible to get CVs from personnel who are not in my system, such as the audiologists and ophthalmologists. I can not force the external staff to submit a CV, what should I do?	We need to verify that the outside staff (audiologist and ophthalmologists) are CCS-paneled. Please indicate the name and address of the facility these individuals are located.
13	Do you want us to include an appendix that contains our 2010 HRIF Annual Report?	No. Just include components found within your HRIF Annual Report to address Items found in the Proposal and SOW (pages 16 and 17). Make sure you answer the items succinctly and are complete.
14	Can I overnight the RFA Application to the office on Friday and will someone be there to receive it on Saturday.	No. The office is closed on Saturday. No one will be here to receive the RFA.
15	Does this RFA seem to have a short turn around with its deadlines?	The deadlines within the HRIF RFA 11-001 are similar to those deadlines proposed in the HRIF RFA in 2006.
16	If I FedEx the RFA Application on Wednesday, is there someone there on Thursday or Friday to sign for the package?	Yes.
17	I already have a Payee Date Record Form on file with you, do I need to submit Attachment 3?	Please send in Attachment 3, Payee Data Record and write on it that the Department already has it on file.
18	Do you want a C.V. or a Bio sketch?	Please submit an abbreviated Bio sketch.